

Robertson County Preschool Handbook



Welcome to
Preschool
2026 - 2027

Mission Statement

The mission for the Robertson County Special Education preschool is to provide a safe, secure, and positive learning environment through the implementation of culturally and developmentally appropriate practices.

On Site Directors

Bransford Elementary School	Jill Reeves
Greenbrier Elementary School	Brooke Callis
Jo Byrns Elementary School	Megan Keyes
Robert F. Woodall Elementary	Dinah Maupin
East Robertson Elementary School	Amy Shapton

Hours of Operation

Bransford Elementary School	7:15 – 1:00
Greenbrier Elementary School	7:20 – 2:20
Jo Byrns Elementary School	8:00 – 3:00
Robert F. Woodall Elementary	7:15 – 2:15
East Robertson Elementary	8:00-3:00

Preschool will operate on the same calendar as all other students.

Robertson County School Board Information

Legal and administrative responsibility is as follows:

Dr. Danny Weeks, Director of Schools (615)-384-5588

Dr. Misti Swindle, Supervisor of Special Education (615)-384-5588

Robert F. Woodall – Mrs. Dinah Maupin, Principal (615)-672-7772

Jo Byrns Elementary – Mrs. Megan Keyes, Principal (615)-696-0533

Greenbrier Elementary – Mrs. Brooke Callis, Principal (615)-643-4529

Bransford Elementary – Mrs. Jill Reeves, Principal (615)-384-4313

East Robertson Elementary- Mrs. Amy Shapton, Principal (615)654-3874

Special Education Preschool Coordinator – Melinda Smith (615)-384-5588

Transportation – 615-384-4555

A current budget may be found at the Central Office of Robertson County Schools located at 800 M.S. Coutts Blvd., Springfield, TN 37172. Dr. Misti Swindle has the budgets for the special education preschool programs.

The required facility liability and medical payment coverage is available through the Robertson County School System, as is the required bus liability insurance.

Parental Information

Each parent is provided with information concerning the Attendance Policy, Behavior Policy, Transportation Policy, and Permission to Photograph/Video through the registration portal.

Parents are required to transport their child to and from school for testing and/or “meet the teacher” prior to enrollment.

Parents will be given a copy of the State’s licensing Summary at the beginning of each school year.

A school calendar has been provided on the Robertson County website for the 26-27 school year. Preschool will attend school according to the calendar. Please take note that there are built in professional development days and holidays that students will not attend. The last day for preschoolers to attend is May 20th, 2027.

Registration – You will need to register your child each school year until they graduate. The registration link can be found on the Robertson County Schools website – www.rcstn.net

Attendance Policy

Your child's potential for growth and development is maximized through consistent participation in a high-quality environment. Establishing consistent attendance routines in preschool and kindergarten will increase chances of success in all future school experiences and will decrease chances that your child will drop out of high school. Our goal is to establish healthy school habits as soon as school is introduced. Therefore, it is very important that your child attends preschool on his/her designated days per his/her Individualized Education Plan. With this in mind, Robertson County Schools in partnership with the Tennessee Department of Education has adopted a preschool attendance policy to go into effect August 03, 2017.

Excused Absences:

We understand that children may miss some days of participation due to illness. Absences due to illness will be considered an excused absence.

The following are acceptable reasons for excused absences:

1. The child is hospitalized;
2. The child is incapacitated due to a serious injury;
3. The child contracts a communicable disease (virus or flu);
4. The child has other ongoing health related ailments which temporarily prevent attendance (such as asthma);
5. There is a death in the family;
6. Limited medical/dental, therapy appointments (these should be made outside of school hours unless absolutely necessary); and
7. Other reasons as approved by site-level administrator

Required Procedures:

1. Please communicate with your child's teacher when your child is absent.
2. A doctor's excuse is required after three (3) consecutive days of absence.
3. If you have questions or concerns about your child's attendance or if you anticipate an ongoing attendance issue, please contact the school.
4. If a child has four (4) or consecutive unexcused absences – or four (4) or more absences within one (1) month – the site-level administrator will contact you to determine the child's participation status. The site-level administrator will document attempts to contact you and the outcome of those attempts and/or communications.
5. If a child misses five (5) or more unexcused days in a three (3) – month period, the site-level administrator will contact the family to develop an attendance plan.
 - a. The attendance plan will be designed to help the family establish regular attendance or, if necessary, to plan for alternative services. The attendance plan will be developed by the family and appropriate school personnel, including, but not limited to: the child's preschool teacher, the site-level administrator, the IEP team, and additional staff service the school and family. The plan must:
 - i. Identify the reasons for the absences;
 - ii. Include a specific plan and date for establishing regular attendance or alternative services that meet the child's educational goals; and
 - iii. Include documentation of services and student outcomes to determine effectiveness of the attendance plan.

Conduct Policy

Appropriate conduct and social skills are an integral part of the Preschool Program. For all children, opportunities to learn and play together are an important part of the classroom experience.

To help the students adjust to classroom expectations the following rules, rewards, and consequences will be used.

Rules

1. Walk
2. Listen
3. Be nice

Rewards

- Verbal praise
- Thumbs up
- High 5's
- Occasional treats from Treasure Box
- Phone calls or notes home

Consequences

- Removal from certain activities/areas
- "Cool down" time
- Limited child choice of activities
- Sitting beside teacher for activities
- Phone calls or notes home

Before a student can attend -

The following documents are needed to complete registration for the preschool program (Items 1-6):

1. Proofs of Residence – shall include two of the following:
 - Property tax records
 - Mortgage documents/property deed
 - Income tax documents
 - Lease agreement/rent receipts including date, amount and names of persons who made and received payments
 - Utility bill (issued within the last 3 months of date of verification – water, gas, electric)
 - State or government issued ID (example: driver's license, auto registration)
 - Voter precinct identification
 - Affidavit certifying address as student's primary residence (student resides Monday through Thursday or the majority of the nights per month)

If you do not have the above listed proofs of residence, you must provide a letter from the individual that permits you and your family to reside at his/her property. The letter must state the relationship to the student and that the student will reside at his/her property full time for the length of the upcoming school year. The letter must include the address of residence along with two proofs of residence (see required documents listed above).

2. Child's birth certificate – long form requested – must list name(s) of parent(s)
3. Evidence of a current (within the past year) medical exam and required immunizations on a Tennessee form
4. Parent's / Guardian's Driver's License and/or Photo ID
5. Emergency contact information (names, addresses, and telephone numbers)

6. Custody papers (if applicable)